



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

SEP 24 1996

MEMORANDUM FOR DISTRIBUTION

Subj : CONTINUING ACQUISITION EDUCATION AND TRAINING

Encl: (1) DUSD(AR) ltr of 7 Aug 96, Subj : Continuing Acquisition
Education and Training for Acquisition Workforce
Members - Interim Policy

At the request of the Deputy Under Secretary of Defense for Acquisition Reform (DUSD(AR)), a team comprised of the chairs of the DOD Acquisition Career Management Functional Boards, the Service Directors of Acquisition Career Management, the President, Defense Acquisition University, and the Director, Acquisition Education, Training and Career Development is developing a coordinated policy and program proposal for continuing acquisition education and training (CAT) within the Department of Defense. The program will be ready for implementation in October of 1997.

As part of program development, the DoD Functional Boards have been asked to provide an analysis of the types of courses that should comprise a program of continuing education and training for each career field. They will review : (a) accredited courses offered by post-secondary educational institutions in the academic disciplines that underpin acquisition functions; (b) courses in specific acquisition functional areas (i.e., contracting) offered by post-secondary educational institutions, DoD schools (including DAU), other governmental organization, professional societies and associations, and private organizations; and (c) courses in management and leadership skills required by the workforce. This review will be completed by 15 January, 1997.

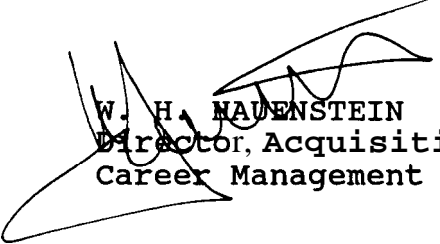
In preparation for program implementation in FY 98, the DAU will obtain the accreditation necessary to award Continuing Education Units (CEUs) for both DAU and non-DAU courses. They will also develop procedures for the Services to use in requesting review of specific courses, conferences and other activities for the purpose of obtaining CEUs for their workforce members.

In the interim, enclosure (1) describes the DoD interim policy on continuing acquisition education and training. This policy is in effect for the period of FY 97. In brief, the policy requires that members of the workforce who have completed all training and education requirements for the position which they encumber, be afforded the opportunity to receive an average of 40 contact hours annually of continuing acquisition education and training, or 80 contact hours over a two-year period.

Subj: CONTINUING ACQUISITION EDUCATION AND TRAINING

Specific alternative methods for meeting this requirement are listed in enclosure (1), and include conferences, roadshows, satellite broadcasts, etc. in addition to classroom training. The interim policy requires workforce supervisors to ensure that the FY 97 Individual Development Plans prepared for their personnel include opportunities for participating in continuing acquisition education and training.

Addressees are requested to implement the interim policy for FY-97. Your assistance in supporting this initiative is greatly appreciated and will be invaluable in allowing our workforce members to remain knowledgeable and current in the latest acquisition issues. Questions regarding the policy should be directed to Ms. Anne Alexander on 602-9943.



W. H. HADENSTEIN
Director, Acquisition
Career Management

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ACQUISITION AND
TECHNOLOGY

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON DC 20301-3000



07 AUG 1996

MEMORANDUM FOR DIRECTOR, ACQUISITION EDUCATION, TRAINING AND CAREER
DEVELOPMENT
CHAIRS, ACQUISITION CAREER MANAGEMENT FUNCTIONAL
BOARDS
DIRECTORS, ACQUISITION CAREER MANAGEMENT
PRESIDENT, DEFENSE ACQUISITION UNIVERSITY

SUBJECT: Attached Interim Policy on Continuing Acquisition Education and Training

I have just issued the attached interim policy establishing continuing acquisition education and training requirements for the acquisition **workforce** for Fiscal Year 1997. I have reviewed the comments we received in response to an **earlier** draft policy on continuing education and training, and realize that there are a number of issues which you and others have raised that must be resolved before we can establish a permanent standard for continuing education and training for **workforce** members.

As noted in the attached policy, during FY 1997 I am asking you to participate in assessing the possible approaches to establishing a program of continuing education and training for the acquisition **workforce** as part of a comprehensive program of professional development, and arrive at a coordinated policy and proposed program by October 1997. Specifically,

1. To support the development of a comprehensive policy and program, the Functional Boards are asked to provide an analysis of the types of courses that should comprise a program of continuing education and training applicable to each career field. This analysis should encompass a review of existing standards for education and training courses established as "desired" for each career field and consideration of additional disciplinary or functional courses desired for **workforce** members not now a part of standards published in DoD 5000.52M. The Boards' review should include: (a) accredited courses offered by **post-secondary** educational institutions in the academic disciplines (e.g., the sciences, engineering, business) that underpin acquisition functions; (b) courses in specific acquisition functional areas (e. g., contracting) offered by **post-secondary** educational institutions, DoD schools (including DAU), other governmental organizations, professional societies and associations, and private organizations; and (3) courses in management and leadership skills required by the **workforce**. The Functional Boards shall complete this review and **forward** their recommendations to the Director, AET&CD by January 15, 1997. Thereafter, the Functional Boards will conduct this review of additional continuing education and training needs as part of their annual review and **certification** of career field standards for the USD(A&T) required by DoDI 5000.58.



2. The **DAU** will obtain the accreditation necessary to award Continuing Education Units (**CEUs**) for **DAU** and **non-DAU** courses. Upon certification of **DAU's** status as a **CEU**-granting institution, **DAU** will establish and publish the number of **CEUs** that will be granted for the successful completion of each **DAU mandatory** and assignment-specific course, and for training offered through **DAU's** Acquisition Reform Communications Center. In addition, **DAU** will establish and publish a procedure for the Components and others to use in requesting **DAU's** evaluation of training courses, conferences and other continuing education activities for the purpose of obtaining **CEUs** for **workforce members**.

3. In **conjunction** with the **Functional** Boards and the Directors of Acquisition Career Management, the Director **AET&CD** will develop by October 1997 a policy addressing continuing education and training as part of a comprehensive policy and program for continuing professional development of the acquisition **workforce**. In developing this policy and program the Director, **AET&CD** will take into account the results of the following efforts: the recommendations of the Functional Boards; the results of two studies now **underway**, one validating non-statutory academic standards established by DoD Functional Boards for certain positions and the other making recommendations for the design of a professional development program; preliminary results of the Personnel Demonstration; and lessons learned during the implementation of this Interim Policy. Besides substantive issues of program standards and content, the policy shall provide for funding support if it is determined that continuing education and training are to be part of the mandatory program, as well as a process for ensuring that personnel are credited with either continuing acquisition education and training hours or **CEUs**, as is appropriate. The Director, **AET&CD** and the President **DAU** will seek additional funding **necessary** to implement the recommended comprehensive program of professional development and continuing education.



Colleen A. Preston
Deputy Under Secretary of Defense
(Acquisition Reform)

Attachment



ACQUISITION AND
TECHNOLOGY

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON DC 20301-3000

0 7 AUG 1996



MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Continuing Acquisition Education and Training for Acquisition Workforce
Members - Interim Policy

This memorandum establishes interim policy on continuing acquisition education and training for members of the Department's acquisition **workforce**.

This interim policy will enable acquisition **workforce** members who have completed all training and education requirements for the positions they encumber to have the opportunity to maintain their currency via continuing education and training courses. Final policy development defining acquisition **workforce** standards and a comprehensive program for professional development, including continuing education and training, is expected to be completed in 1997.

The attached interim policy is effective immediately for FY 1997.

Colleen A. Preston
Deputy Under Secretary of Defense
(Acquisition Reform)

Attachment

DISTRIBUTION:

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Deputy Assistant Secretary of Defense (Military Personnel Policy)
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Director, Acquisition Career Management, OASN(RD&A)
Director, Acquisition Career Management, OASAF(A)
Deputy Director, Acquisition Career Management, OUSD(A&T)
Chairs, Acquisition Career Management Functional Boards
President, Defense Acquisition University



INTERIM POLICY ON CONTINUING ACQUISITION EDUCATION AND TRAINING

INTRODUCTION: DoD 5000.52M, *Career Development Program for Acquisition Personnel*, establishes the education, training and experience standards through Level III for **acquisition personnel in each career field**. The "Interim Policy on Continuing Acquisition Education and Training" which follows will test the feasibility of adding a new dimension of continuing acquisition education and training to existing education and training standards.

INTERIM POLICY: It is OUSD(A&T) policy that members of the acquisition **workforce**, who have completed all training and education requirements for the positions they encumber, be afforded the opportunity to receive an average of 40 contact hours annually of continuing education and training, or 80 contact hours over a two-year period. This policy is inapplicable to acquisition **workforce personnel who have not yet completed mandatory training required for the positions they encumber**. However, such personnel are encouraged to participate in continuing education **activities** to stay current with new acquisition policy initiatives. **This interim policy is in effect for the period of FY 1997.**

Continuing education and training hours may be satisfied in a variety of ways to be **agreed upon** between the **workforce** member and the supervisor, including participation in:

1. a recommended 16 hours annually of acquisition reform training, e.g., conferences, roadshows, satellite broadcasts, and AR Day activities;
2. academic course work to meet statutory standards for either the individual's career field or for membership in an Acquisition Corps;
3. mandatory and assignment-specific training required for higher levels of **certification in one's career field**;
4. course work to meet standards considered "desired" in one's career field, until both mandatory and desired education and training standards through Level III have been satisfied;
5. cross-training to attain certifications in multiple acquisition career fields; and
6. other acquisition-related courses, training conferences, seminars, distance learning, and comparable **activities** sponsored by DoD, its Components and schools, or by private and public organizations, institutions of higher education, and professional associations representative of acquisition career fields.

COSTS: During FY 1997, in keeping with current practice, costs for students attending Defense Acquisition University (DAU) mandatory or assignment-specific acquisition courses will be borne by the DAU, while the Components will pay tuition, travel and per diem for participation in all **non-DAU** courses. The DAU should program resources for a major expansion of continuing education offerings for future years in anticipation of a permanent policy requiring an average of 40 hours of continuing education and training annually for members of the Acquisition Corps and others who have completed all mandatory training.

RESPONSIBILITIES: **Workforce** supervisors shall ensure that FY 1997 Individual Development Plans prepared for their personnel include opportunities for participating in continuing acquisition education and training. The Director, Acquisition Education, Training and Career Development (AET&CD), together with the Chairs of the Functional Boards, the Directors of Acquisition Career Management, and the President DAU will assess possible approaches to establishing a program of continuing education and training for the acquisition **workforce**, and arrive at a coordinated policy and proposed program by October 1997.